Quick Guide for Using Data Basin

Sign Up & Login

Visit this url: https://databasin.org/. If this is your first time, click 'Sign up'. *Note, there have been issues with the security verification on USFS computers while using Internet Explorer, if this occurs, use Google Chrome.*
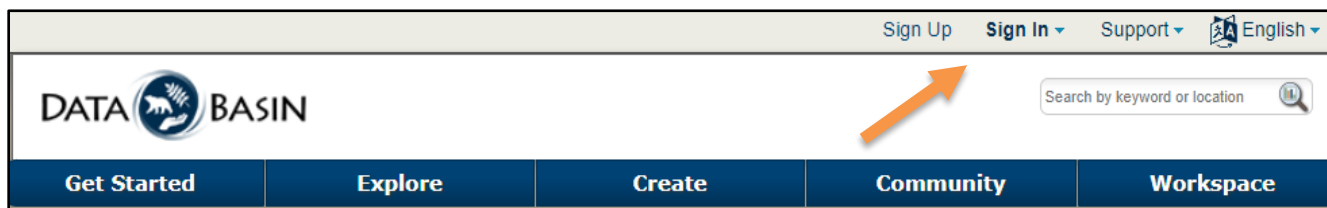

Figure 1: Signing up for Data Basin

Username, Workspace & Permissions

1. It is recommended to use your email short name and your affiliation when creating an account for simple identification purposes. For example, use your short name (email name) underscore your affiliation: smokeybear_usfs. jane.doe_fws, jdoe_nwtf, jdoe_wbu, etc.
2. Each individual will have their own workspace. It is the best place to start to visualize and organize your maps, data or groups. Once clicking 'Workspace Home,' you will be directed to any previously created datasets or maps. There will also be recent activity, recently viewed items, and bookmarks.
3. Before importing any data, each user needs to request permission. Click 'Contact Us' at the bottom of the webpage and provide a brief description of the project and you wish to request uploading permissions. Example: "I am participating in the USFS Shared Stewardship effort to support science based strategic decisions using spatial connections with our partners. I need access to upload our datasets." Once submitted, the user should receive email confirmation and granted the appropriate permissions within 2 business days.

Groups

Groups allow for multiple users to share and control access for mutual content. Maps & datasets can be added to the group workspace in a public or private setting. To create a group, click the 'Create' tab and select 'Create a Group'.

Data

Finding Data

Click the 'Explore' tab and then click 'Datasets' to start searching for public data. There are over 19,000 publically available datasets.

Importing Data

Before importing data, please check the dataset library and confirm it has not been previously uploaded. If not, click the 'Create' tab then click 'Import a Dataset.' There are multiple compatible file formats to import (ArcGIS Layer Package, Map Service, Web Service, Science Base, etc.), see instructions on the website or within the Data Basin Playbook.

Metadata & Dataset Information

Regardless of what type of datasets the user uploads, the next step is to provide background for the data. There are required fields to uphold the integrity of the data. Most information from Map Services or ArcGIS Layer files will transfer over, however, providing as much information about the data, the owner, the date and any reference websites is very helpful for all users.

- USFS Metadata guidelines please visit this link. For current USFS National GIS Data Dictionary Standards please visit this link).

Required Fields	Optional Fields *(but highly recommended)*
Title	Download Link *(for users to find more information and download on their own)*
Credits *(authors, contributors, ex. USFS Forest Health, NRCS, etc.)*	Citation
Description *(Very important! More information is best to provide search ability if a public dataset)*	Review Level *(if it was reviewed in any ways, peer, scientifically, etc.)*
Tags *(provides search ability, ex. Restoration, conservation, NC)*	Contact Organization & Person *(Highly Recommend adding contact info for all datasets for any future questions)*
Constraints *(important for disclaimers and FOIA concerns)*	Spatial Resolution

Maps

Creating Maps

By clicking the 'Create' tab, you have options to create a map, group, and gallery or import a dataset. After clicking 'Create a Map', the next screen will be a topographic map. The top will display a toolbar with basic features: save, download, zoom, extend, locate, etc. Hovering over any of these features will display a descriptive pop-up. To the right is a legend that will display your visible datasets. To the left are your drawings, datasets, and base maps.
Remember to always Save or Save as your map!

Displaying Data in Maps

To add data to a map, click the "Add datasets" button on the left panel. To turn data layers off and on, click the check mark in the box to the left of the data title.

For dataset details and options, click the right arrow. This allows for changes to each individual dataset.
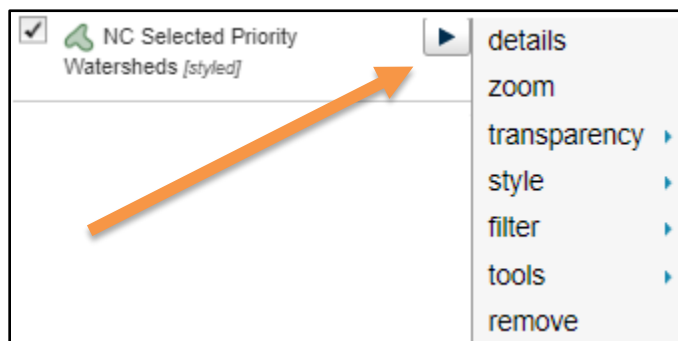

Figure 2: Dataset Options

For more information, please check out the [Data Basin Playbook](#) or email Chelsea Leitz at chelsea.leitz@usda.gov. *(All information current as of November 2019)*